



City of Costa Mesa Building Division

BUILDING PLAN REQUIREMENTS FOR NEW RESIDENTIAL BUILDINGS

Provide the following as part of the building permit application process: +

NEW RESIDENTIAL

- 1 set Planning Dept.
- 1 set Building Dept. (add 1 additional set if expediting plan check)
- 1 set AND 3 additional site plans Engineering Dept.
- 1 site plan Transportation Dept.
- 1 set Sanitation District (architectural only)
- 1 set Water District (architectural only)
- 1 set Fire Dept.
- 1 Soils Report
- 2 sets calculations
- 2 sets Title 24 – energy calculations

1. Complete Plan Submittal

A. Drawings and reference documents required on minimum size 24" x 36" - architectural scale D

- 1. Plot plan
- 2. Grading and drainage plan (Separate submittal)
- (*) 3. Architectural plan -
 - Floor plan
 - Roof plan
 - Exterior elevations
- 4. Structural -
 - Foundation plan (check if project is in the expansive soil area)
 - Floor framing plan
 - Ceiling framing plan
 - Roof framing plan
 - Truss information and calculations (if roof is a truss)
 - Cross sections (minimum of two)
 - Structural framing details
- (*) 5. HVAC plan
- (*) 6. Plumbing plan
- (*) 7. Electrical plan

B. Calculations

- 1. Structural calculations
- 2. Energy calculations and forms (Title 24)

C. Other documents

- 1. Soils reports (verify if needed)

2. Information To Be Included On Plans

A. Plot plan

1. Lot dimension
2. Building footprint with all projections and dimensions to property lines
3. North arrow and scale of drawings
4. Visible utility to curb
5. Easement(s)
6. Setbacks
7. Names of all adjacent streets

B. Architectural and structural plans

1. Foundation and structural floor framing plans
2. Architectural floor plan(s)
3. Exterior elevations
4. Structural material specifications
5. Structural and architectural details (see G)
6. Truss configurations and locations (see H), if applicable
7. Typical cross section in each direction

C. HVAC, plumbing and electrical plans

1. Location of plumbing fixtures, including gasline load sizing and layout and water heater location
2. Location of HVAC equipment, including duct location, size and layout
3. Outlets, fixtures, switches, smoke detectors, service panels with size and ground, subpanel, and load calculations, circuit identification of outlets, fixtures, switches, smoke detectors and panel schedule.

D. Energy requirements

1. Form CF-1 with all required signatures and compliance method
2. Backup forms including heat loss calculations
3. Print CF-1R on drawings
4. List relevant mandatory features, or complete and print MF-1R on plans

E. Information

1. Wet ink signature on all documents by document preparer
2. Name, title, registration, wet ink stamp, address and phone number of all design professionals, if any
3. Address of property and name, address and phone number of the property owner
4. Cover sheet information:
 - a. Applicable codes and editions
 - b. Description and type of work
 - c. Occupancy and type of construction
 - d. Gross area, by floor(s) and building height
 - e. Index of drawings
5. Scale for all drawings

(#) F. Details

1. Windows: head, jam and sill
2. Exterior doors: head, jam and sill
3. Flashing: vertical junctures of materials
4. Fireplace: masonry details
5. Footing, piers and grade beams (comply with expansive soil and flood zone requirements, if project falls into those areas)
6. Post and girder intersections
7. Roof: eaves, overhangs, rakes and gables
8. Cabinet elevations
9. Floor changes (i.e., wood to concrete)
10. Handrail(s) and guardrail(s) with support
11. Structural wall sections with details at foundation, floor and roof levels

(#) G. Prefab – provide items 1 or 2, if applicable

1. Submit the following:
 - a. Roof framing plan with truss ID No. and manufacturer's name
 - b. Detail of all truss splices, connections and plate sizes
 - c. Show all trusses including gable bracing and bridging
 - d. Review by individual responsible for design
2. Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference to framing plan

(*) Plans can be combined for simple buildings, if clarity is maintained.

(#) This may not be a complete list of all required submittals.

(+) These requirements are general and all items might not be needed in all cases.